			APPLICATION FOR FUNDING AFFORDABLE HOUSING DEVELOPMENT RFP		
PROJECT NAME AND ADDRESS					
Project Name:					
Address:					
City:		State:		ZIP Code:	
Assessor's Parcel Number(s):					
APPLICANT / DEVELOPER / OWNER INFORMATION					
Organization Name:					
Mailing Address:					
City:		City:		Zip Code:	
Federal Taxpayer ID Number:					
Phone:		Fax:		Email:	
Contact Person:					
Title:					
Phone:		Fax:		Email:	
What entity will own the project:					
(Note: Applicant must be the owner of the developer or owner's representative)					
PERSON AUTHORIZED TO NEGOTIATE AND SIGN LEGAL CONTRACTS FOR THE ORGANIZATION					
Name:					
Title:					
Address:					
City:		State:		ZIP Code:	
Phone:		Fax:		Email:	
TYPE OF ORGANIZATION					
<input type="checkbox"/> For Profit			<input type="checkbox"/> Non-Profit		
If applicant is a non-profit organization, attach documents listed in Checklist as Exhibit 1					
ADMINISTRATIVE RESTRICTIONS					
Has the applicant's organization or partner/member received an unsatisfactory rating on a publicly funded project or been debarred for any period of time?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the applicant's organization or partner/member been involved in any lawsuits?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any outstanding judgments against the applicant's organization or partner/member?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the applicant's organization or partner/member been involved in mortgage default within the last 5 years on any federally or state funded project?				<input type="checkbox"/> Yes <input type="checkbox"/> No	



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If any of the above responses was answered "YES", provide a short explanation (attach additional sheets if necessary).

AUDIT

Attach as **Exhibit 2**, the applicant's two (2) most recent annual audited financial statements with management letters, or certified statement of revenues and expenses, or partner's/member's statements if there are none available for the applicant's organization. For non-profits, attach proof of approval of financial statements from Board of Directors.

EXPERIENCE

As **Exhibit 3**, describe the housing experience of the applicant or partner/member within the last five (5) years. For each previous project include the name of the project, number of units, type of financing, and indicate whether financed with any public funds.

Describe the qualifications of partners in the development process. All roles and responsibilities in the development process should be outlined and assigned to qualified development team members.

Attach a list of all individuals associated with the applicant or the ownership entity that have a reportable financial interest in the project. Detail the type of participation in the project, and percentage and dollar amount of financial interest in the project.

If applicable, describe the supportive services experience or the service provider. Please include the number of individuals currently receiving project-based supportive services from this organization.

PROJECT INFORMATION

Please provide a brief description of the project:


TARGET POPULATION


For housing with supportive services, identify below the type(s) of population(s) that will reside (e.g., physically disabled children, mentally ill adults, etc.). If relevant, please identify the number or percentage of units reserved for certain populations.

INCOME TARGETS

See **Appendix A** for a list of area median incomes.

Number of units affordable to households earning less than 30% of area median income	
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Number of units affordable to households earning less than 31-50% of area median income						
Number of units affordable to households earning less than 51-80% of area median income						
Number of units affordable to households earning in excess of 80% of area median income						
Total number of units in project						
HOUSING UNITS						
Describe the housing unit configuration of the proposed project. Attach a second copy of this page if you need more rows. Include units by bedroom size at all rent levels.						
Number of Bedrooms	Number of Units	Square Feet per Unit	Number of Bathrooms	Rent (Paid by Resident)	Rent Subsidy	Utilities
Total Units						
SYSTEMS						
Check the following existing systems that are adequate and available at the site:						
<input type="checkbox"/> Storm Drain <input type="checkbox"/> Sanitary Sewer		<input type="checkbox"/> Water <input type="checkbox"/> Electric		<input type="checkbox"/> Natural Gas		
ENVIRONMENTAL						
The environmental factors checked below would be potentially affected by this project:						
<input type="checkbox"/> Land Use and Planning <input type="checkbox"/> Population and Housing <input type="checkbox"/> Historic / Archaeological <input type="checkbox"/> Flood Plain <input type="checkbox"/> Hazards & Hazardous Materials <input type="checkbox"/> Water / Wetlands		<input type="checkbox"/> Biological Resources <input type="checkbox"/> Geologic Problems <input type="checkbox"/> Noise <input type="checkbox"/> Air Quality <input type="checkbox"/> Energy & Mineral Resources		<input type="checkbox"/> Public Services <input type="checkbox"/> Utilities & Service Systems <input type="checkbox"/> Transportation/Circulation <input type="checkbox"/> Cultural Resources <input type="checkbox"/> Recreation		
ACCESS TO SERVICES						
Describe proximity of following services and facilities to proposed project site. Provide a map of project location indicating proximity of each service to site, attach as Exhibit 4						
Supportive services including medical facilities.		Parks and Recreation				
Employment Centers		Schools				
Shopping Facilities		Public Transportation				
SITE CONTROL AND VALUE						
Check the box that best describes the form of site control held at the time of application. Include a copy of the appropriate document as Exhibit 5 .						

 <h2 style="text-align: center;">APPLICATION FOR FUNDING AFFORDABLE HOUSING DEVELOPMENT RFP</h2>			
<input type="checkbox"/> Deed or other proof of ownership	<input type="checkbox"/> Executed Option to Purchase	<input type="checkbox"/> Long-term Lease	<input type="checkbox"/> Other _____
Does a direct or indirect identity of interest exist between the applicant and the seller of the property?			
<input type="checkbox"/> Yes If yes, specify relationship: _____		<input type="checkbox"/> No	
A copy of an appraisal of the land for new development is required. Please submit site appraisal as Exhibit 5 . CoRDA strongly recommends that the applicant get an appraisal prior to securing site control to ensure a fair price.			
DESIGN			
<p>As Exhibit 6, provide a copy of preliminary site plans, building elevations, floor plans, preliminary work write-ups, specifications or photos of similar projects (include address for subject photos). After project approval, final site plans, elevations, floor plans, work write-ups and specifications, as well as detailed cost information will be required. New construction projects will be required to have an architect's stamp on final plans. It is expected that the rest of the information provided in this part will generally remain the same.</p> <p>Provide a description of your procurement process for the architect, contractor, construction manager, and other development team members for the construction of this project. Include requirements for qualification, company statements of qualification, and resumes of key personnel. Identify any identity of interest.</p> <p>Provide a development timetable for the project.</p> <p>Describe how the project will be certified as energy efficient, meeting at least Energy Star certification. Also, describe any innovative construction methods or technologies that increase the structure's durability, security, and/or that promote efficient construction. HOME funded new construction projects must meet or exceed the Model Energy code for new construction.</p> <p>Identify units meeting the accessibility requirements and describe the planned construction features. Provide plans for accessible units.</p>			
FINANCES			
ALL REQUESTED FINANCIAL DOCUMENTATION MUST BE INCLUDED IN YOUR EXHIBIT. If you do not understand what is being requested, please contact CoRDA prior to the application deadline.			
<p>Exhibit 7, detail the following:</p> <ul style="list-style-type: none"> • Proposed development budget • Sources and uses, including proposed terms for CoRDA funding • One year operating budget • Pro forma (project cash flow), including rental subsidy and reserves. • All sources that you have contacted for funding and the results of those request • Letters of commitment for project development funding, including construction financing 			
TAX CREDIT/BOND PROJECTS ONLY			
Projects awarded CoRDA funding will be required to submit preliminary CTAC application, market study information and final CTAC applications for review when they are available (Exhibit 8). CoRDA commitment letters will not be issued until we have reviewed the final CTAC application information.			
BONUS POINT ELIGIBILITY			
Check the box(es) of any category for which you feel that you project is eligible to receive bonus points. Please provide documentation in Exhibit 9 of your reasons for qualification.			
<input type="checkbox"/> Extremely Affordable Units <input type="checkbox"/> Energy Efficiency (in excess of threshold) <input type="checkbox"/> Sustainable Building			



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SIGNATURE OF AUTHORIZED OFFICIAL

By signing below, the applicant certifies that the information provided in this application and exhibits are true and complete.

Signed by:

Date:

Name (in print):

Title: